

The Macoskey Center for Sustainability Education & Research



Multimedia Communications Intern Handshake Job #10539073

Department: The Macoskey Center for Sustainability Education & Research

Supervisor: Samantha (Sami) Bortz, Director

Position: Multimedia Communications Intern

**Please note that this is not for academic credit unless there is faculty advisor/supervisor approval*

Start Date: 2 Positions Total: 1 position will start the Week of March 23rd (week after spring break), 1 position will start the Week of May 18th

End Date: If work is satisfactory, it is preferred that this position be held until the student graduates SRU, including the summer semesters!

How to Apply: Please submit the following materials via Handshake!

- 3 Professional References (include contact information and relationship to you & include at least 1 faculty member)
- Resume (include GPA and expected graduation date)
- Submit at least 1 example flyer
- Submit 2-3 example photographs of people
- Cover Letter (Optional)

About the MC: The Macoskey Center (MC) is a 70-acre sustainability education, demonstration, and research center at Slippery Rock University. The MC was founded in 1990 by Dr. Robert A. Macoskey and the ALTER Project. The property features hiking trails, gardens, a greenhouse, chickens, quail, a LEED-certified house with classroom and office space, a barn, and much more!

Mission/Vision of The Macoskey Center:

The Macoskey Center aims to inspire and create a more just and sustainable future. We achieve this through:

1. **Education** to equip people from all walks of life with sustainability skills, values, and knowledge.
2. **Demonstration** to inspire others through the sustainable management of our 70-acre homestead.
3. **Research** to advance sustainability knowledge and provide learning opportunities for SRU and the larger community.

We define sustainability as...

1. Meeting the needs of the present without compromising the ability of future generations to meet their own needs.
2. The integration of social, environmental, economic, and cultural systems to create thriving, inclusive, diverse, and resilient communities.

Job Functions/Responsibilities:

- Develop marketing and public relations materials for special events, programs, and summer camps, including social media content, flyers, posters, and pamphlets or brochures.
- Regularly take pictures and videos that catalog and effectively communicate the activities and work of the MC professional staff, student staff, program participants, and volunteers.
- Create a semesterly social media plan including regular creative and engaging postings, responses, and check-ins on all of our social media platforms (i.e. YouTube, Twitter, Facebook, & Instagram)
- Write and disseminate a monthly newsletter in collaboration with the MC leadership team.
- Assist MC Director with SRU webpage and MC brochure edits and distribution
- Regularly interact in a positive, informative, and professional manner with visitors, volunteers, and other MC staff
- Other duties as assigned

Requirements:

- Clear background check from SRU Payroll System **BEFORE** the start date
- Enrolled as an undergraduate student at Slippery Rock University
- Strong preference is given to candidates who would be able to continue working through Fall 2026
- Must have previous multimedia communications experience (i.e. social media management, flyer/brochure/poster creation, photography)
- Must have graphic design experience
- Team-oriented and strong interpersonal skills
- Willingness to be flexible and adapt to new challenges
- Demonstration of basic professionalism, including timeliness, clear and respectful communication, and willingness to adhere to MC Student Employee Manual Policies
- Committed to and passionate about the Mission/Vision of The Macoskey Center

Benefits:

- 8-10 hrs/week paid position during spring & fall semesters at \$10/hr. During the summer semester, 22.5-30 hrs/week paid position at \$10/hr. (potentially some additional paid opportunities)
- A share of fresh, organically-grown produce from the Learning Garden during position duration and when seasonally available.
- Allowance of up to 3 days excused absences (fall, spring, & summer)
- Various professional development opportunities
- One-on-one mentorship & independent project skills development

Application/Hiring Process Timeline & Directions:

- **DEADLINE TO APPLY: Sunday, Jan. 18th by 11:59 pm**
 - Please submit the following materials via Handshake!
 - 3 Professional References (include contact information and relationship to you & include at least 1 faculty member)
 - Resume (include GPA and expected graduation date)
 - Submit at least 1 example flyer
 - Submit 2-3 example photographs of people
 - Cover Letter (Optional)
- **Notification of Interviews will be sent by Friday, Jan. 23rd**
- **Interview sign-ups are due by Sunday, Jan. 25th**
- **Interviews are to be conducted the week of Jan. 26th**
- **Hiring decisions sent by Thursday, Jan. 29th**

Questions? Please contact Samantha (Sami) Bortz (The Macoskey Center Director) at samantha.bortz@sru.edu